



**VIGO COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION**
147 OAK STREET • TERRE HAUTE, INDIANA 47807
PHONE (812) 462-3281 • FAX (812) 234-1010

MOBILE PLAN REVIEW APPLICATION
\$125.00 FEE – INCLUDES 2 PRE-OPENING INSPECTIONS
EACH ADDITIONAL PRE-OPENING INSPECTION \$25/EACH

Establishment Name: _____

Address/Location: _____

Phone: _____

OWNER	LOCAL CONTACT
Name: _____	Name: _____
Address: _____	Address: _____
City, State: _____	City, State: _____
Zip: _____ Phone #: _____	Zip: _____ Phone #: _____
Fax #: _____	Fax #: _____
E-Mail: _____	E-Mail: _____

The following items must be submitted:

1. Intended Menu
2. Drawing of the floor plan
3. List of distributors
4. Copy of Certified Food Handler Certificate
5. Written Employee Health Policy

Circle months of operation:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1. Will there be cooking/food preparation outside of the mobile unit? (Explain)

FOOD PREPARATION REVIEW

2. How will potentially hazardous food be thawed? (List foods that apply)

Thawing Method	Foods less than 1" thick	Foods more than 1" thick
Refrigeration		
Running water (less than 70°F)		
Microwave as part of cooking process		
Cook from frozen		
Other		

3. Cooling potentially hazardous food: List foods that will be cooled using each of the following methods. Foods must be cooled from 135°F to 70°F in 2 hours or less and within a total of 6 hours all potentially hazardous food shall be cooled from 135°F to 41°F or less.

A. Shallow pans in refrigerator: _____

B. Ice baths: _____

C. Volume reduction (i.e. quartering a large roast): _____

D. Rapid chill devices (i.e. blast freezers): _____

E. Ice paddles: _____

F. Other: _____

4. List the foods that will be prepared a day or more in advance of service or sale:

5. Will there be any home prepared, canned, or donated food items? _____ Yes _____ No

6. Where will potentially hazardous food be stored when stand is not in operation?

7. Describe how cross-contamination of raw meats and ready to eat food will be prevented in refrigeration unit(s):

8. List foods to be cooked and minimum temperature to be reached:

9. How will employees avoid bare-hand contact with ready-to-eat foods? (check all that apply)

☐ Disposable gloves

☐ Suitable utensils

☐ Deli tissue

Other

10. Date Marking: When potentially hazardous food is ready-to-eat and will be kept under refrigeration for more than 24 hours after preparation or opening, a date marking system must be utilized that does not exceed 7 days.

- Will establishment have food items that must be date marked? ☐ Yes ☐ No

If yes, describe the date marking system that will be used:

11. Where will poisonous or toxic materials be stored and how will they be labeled?

DISHWASHING

12. What is the largest item that will have to be washed in a sink?

13. How will cooking equipment, cutting boards, counter tops and other food contact surfaces be sanitized?

14. What type of sanitizer and sanitizer test strips will be used?

GENERAL

15. Will hot and cold-water fixtures be provided at every sink? ____ Yes ____ No

16. Where will personal belongings be stored?

17. Will all utensils and food storage containers be made from food-grade quality materials?
____ Yes ____ No

18. Will each refrigeration unit have a thermometer? ____ Yes ____ No

19. Will a probe thermometer be provided to measure the internal temperature of food?
____ Yes ____ No

20. How will food on display be protected from consumer contamination? _____

21. Is the water supply private? ____ Yes ____ No

If yes, has the source been tested? ____ Yes ____ No

When was the last test? _____ A copy of lab results is required.

How will sewage/gray water be disposed of?

ROOM FINISH SCHEDULES

Fill in materials to be used:

Area	Floor	Coving*	Wall	Ceiling
23. Preparation/Cooking				
24. Dishwashing				
25. Food Storage				

*List the material that will be used to provide a smooth, rounded and cleanable surface where the floor and wall join.

INSECT AND RODENT CONTROL

26. Will the facility have a walk-up window? ____ Yes ____ No

If yes, describe how insects will be kept out: (i.e. self-closer, air curtains, etc)

27. Are open windows screened? ____ Yes ____ No

Request for inspection

A pre-opening inspection will be conducted when the applicant is ready to operate. At the inspection, you must demonstrate compliance with the Retail Food Establishment Requirements. Please contact the Vigo County Health Department Food Division at 812-462-3281 at least 3 days in advance to arrange for the inspection.

I hereby agree that the above information is correct and that I will comply with all applicable Retail Food Establishment Rules and Regulations.

Printed Name of Authorized Applicant

Signature of Authorized Applicant

Title

Date

Approval of these plans and specifications by the Vigo County Health Department does not indicate compliance with any other code, law or regulation that may be required federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). **A pre-opening inspection of the establishment will be necessary to determine if it complies with local and state laws governing food establishments.**

FOOD ESTABLISHMENT PLAN REVIEW PROCESS

New Food Establishment/Remodeling/Conversion

Obtain plan review application package.
Applicant contact the Vigo County Health Department
to conduct inspections.

Submit plans, menu and SOP's. Review conducted by the
Vigo County Health Department. Also, obtain approval for any on-site
water supply or sewage disposal systems.

Provide additional information as requested.

Plan Approval

CONSTRUCTION BEGINS

Revision to approved plans must be submitted
in writing and approved.

Make appointment for pre-opening inspection.

Operation Approval